



National  
Aeronautics and  
Space  
Administration

# Travel Request and Authorization

DATE

AUTHORIZATION NUMBER

PREPARED BY

CONDITION: The travel and transportation authorized are in the interest and to the advantage of the Government, and are not made primarily for the convenience or benefit of the employee or at their request. Expenses may be incurred in accordance with applicable laws, NASA Travel Regulations, and the Joint Travel Regulations, where applicable.

1. TRAVELER (Name and Title)		2. EMPLOYEE NO.	3. OFFICE PHONE	
4. OFFICIAL STATION (Name, City, State)		5. MAIL CODE	6. FLSA EXEMPT <input type="checkbox"/> YES <input type="checkbox"/> NO	
7. TYPE OF TRAVEL <input type="checkbox"/> a. SINGLE TRIP <input type="checkbox"/> b. UNLIMITED OPEN AUTHORIZATION <input type="checkbox"/> c. LIMITED OPEN AUTHORIZATION <input type="checkbox"/> d. AMENDMENT/EXTENSION <input type="checkbox"/> e. EXTENDED TDY <input type="checkbox"/> f. INVITATIONAL EXTENDED		8. TRAVEL PERIOD (Dates on or about) a. BEGINNING b. ENDING		
9. ITINERARY		10. TRAVEL ADVANCE <input type="checkbox"/> YES <input type="checkbox"/> NO	c. AMOUNT (if yes)	
11. PURPOSE OF TRAVEL		12. GOVERNMENT ISSUED CHARGE CARD <input type="checkbox"/> YES <input type="checkbox"/> NO		
13. PER DIEM	DESCRIPTION		(1) LODGING	(2) M&IE
	<input type="checkbox"/> a. LODGING PLUS			
	<input type="checkbox"/> b. ACTUAL EXPENSES			
	<input type="checkbox"/> c. FLAT RATE (Extended TDY)		<input type="checkbox"/> d. NOT AUTHORIZED	
	<input type="checkbox"/> e. ALLOWANCE PAID TO MILITARY UNDER JOINT TRAVEL REGULATIONS, VOL. 2		<input type="checkbox"/> f. OTHER (SPECIFY)	
14. MODE OF TRANSPORTATION AUTHORIZED				
a. COMMON CARRIER <input type="checkbox"/> (1) AIR <input type="checkbox"/> (2) RAIL <input type="checkbox"/> (3) BUS <input type="checkbox"/> (4)		b. CONTRACT AIR <input type="checkbox"/> (1) AVAILABLE <input type="checkbox"/> (2) NOT AVAILABLE <input type="checkbox"/> (3) UTILIZED <input type="checkbox"/> (4) NOT UTILIZED (Justify in Item 16 below)		c. GOVT-OWNED CONVEYANCE <input type="checkbox"/> (1) AUTO <input type="checkbox"/> (2) AIR <input type="checkbox"/> (3)
d. PRIVATELY OWNED CONVEYANCE <input type="checkbox"/> (1) DETERMINED ADVANTAGEOUS TO THE GOVERNMENT AT THE RATE OF \$ 0._____ PER MILE. PLUS FERRY FARES, PARKING FEES, BRIDGE, ROAD, AND TUNNEL FARES. <input type="checkbox"/> (2) PERSONAL PREFERENCE RATE AT \$ 0._____ PER MILE (Reimbursement rate not to exceed cost of preferred mode)				
15. OTHER AUTHORIZATIONS <input type="checkbox"/> a. RENTAL CAR <input type="checkbox"/> b. OFFICIAL TELEPHONE CALLS <input type="checkbox"/> c. ANNUAL LEAVE (number of Days) <input type="checkbox"/> d. REGISTRATION FEE (If meals are included, specify in Item 16)				
16. ADDITIONAL INFORMATION AND AUTHORIZATIONS				
17. REQUESTING OFFICIAL	a. TYPED NAME AND TITLE		b. SIGNATURE	c. DATE
18. AUTHORIZING OFFICIAL	a. TYPED NAME AND TITLE		b. SIGNATURE	c. DATE
19. ACCOUNTING RECORD				
ESTIMATED COST			h. ACCOUNTING AND APPROPRIATION DATA	
DESCRIPTION			AMOUNT	
a. TRANSPORTATION				
b. PER DIEM				
c. RENTAL CAR				
d. MILEAGE/PARKING/TAXI				
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	<input type="checkbox"/> a. LODGING PLUS			
	<input type="checkbox"/> b. ACTUAL EXPENSES			(NTE)
	<input type="checkbox"/> c. FLAT RATE (Extended TDY)	<input type="checkbox"/> d. NOT AUTHORIZED		
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